Action Planning

*"I keep six honest serving men,*

 *(They taught me all I knew);*

 *their names are; What and Why and When,*

 *and How and Where and Who."*

*Rudyard Kipling*

Targets can be set based upon:

* Taking on new responsibilities
* Developing role at work
* Skills acquired over time
* Level of support given by a mentor/ coach
* Interpersonal Skills
* Attitudes and behaviours

**Setting SMART objectives**

A simple acronym used to set objectives is called **SMART objectives.** SMART stands for:

1. **S**pecific – Objectives should specify what they want to achieve.

2. **M**easurable – You should be able to measure whether you are meeting the objectives or not.

3. **A**chievable - Are the objectives you set, achievable and attainable?

4. **R**ealistic – Can you realistically achieve the objectives with the resources you have?

5. **T**ime – When do you want to achieve the set objectives?

When setting targets

* *Break the overall goal into separate chunks*
* *Be clear on what it is you need to do in each step*
* *Be specific on each step*
* *Identify what, when and how?*
* *Identify who you need to help you achieve your goals*
* *Set time aside to review your progress and adjust the plan if you need to.*

**Target Setting**

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| --- | --- | --- | --- |
| What needs to be done? | How will it be done? | When? | Who? |
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| How well did you get on? |